Chapter 3 ENTRY INFORMATION

REFERENCES:

1. Department of Defense Financial Management Regulation, Volume 7, Part A, (DoDFMR, Vol. 7A). http://www.dtic.mil/comptroller/fmr/

2. MCO 1001.45 Augmentation, Retention, and Return to Active Duty of Reserve Officers and the Redesignation of Restricted Officers to Unrestricted Status.

3. MCO 1001.52H, Active Reserve (AR) Support to the Reserve Component (RC).

4. MCO 1001.55 Active Duty Special Work (ADSW)-Active Component (Category IV Program)

5. MCO 1001R.56 Active Duty Special Work (ADSW)-Reserve Component

6. MCO P1040.31 Enlisted Career Planning and Retention Manual

7. MCO P1040R.35 Reserve Career Planning and Retention Manual

8. MCO P1070.12 IRAM

9. MCO P1080.20, Marine Corps Total Force System Codes Manual (MCTFSCODESMAN). (When codes are not listed in MCTFSCODESMAN, refer to Software Release Notices and PAA's.)

10. MCO P1100.72 MPPM Enlisted Procurement Manual

11. MCO P1100.73 MPPM Officer Procurement Manual

12. MCO 1130.58 Reenlistment of Prior Service Marines and Augmentation of Reserves into the Marine Corps

13. MCO 1130.63 Enlistment/Reenlistment of Reserve SNCOs in the Regular Marine Corps or Marine Corps Reserve

14. MCO 1130.80 Prior Service Enlistment Program (PSEP)

15. MCO 1560R.30 MGIB-R

16. MCO P1900.16, Marine Corps Separation and Retirement Manual (MARCORSEPMAN).

17. MCO P7220R.38, Selected Reserve Incentive Program (SRIP).

18. DFAS-KC 7220.31-R, Marine Corps Total Force System Automated Pay Systems Manual (MCTFS APSM). Website (https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/)

SECTION 1: ACTIVE DUTY ACCESSIONS

30100. INTRODUCTION.

The procedure used to establish the MCTFS computer record and add the Marine to the Marine Corps strength is the accession process. The accession of a Member's computer records is accomplished by methods outlined in this section.

30101. ENTRY ONTO ACTIVE DUTY

1. Officers commencing an initial period of Active Duty (AD) in the Marine Corps due to:

    a. graduation from the U.S. Naval Academy,

    b. effecting an interservice transfer to accept a commission in the Marine Corps, or

    c. Naval Reserve Officers Training Corps (NROTC) members without a record of prior service are accessed at CMC and do not require a request for accession from the Reporting Unit (RU). Other prospective officers without a record of prior service (i.e., Officer Candidate Course (OCC) and Platoon Leaders Class (PLC)) are accessed through the Automated Recruit Management System (ARMS) by the Commanding Officer (CO), Officer Candidate School (OCS), Marine Corps Combat Development Command, (MCCDC) Quantico, VA during training at OCS.

2. Marines with a current MCTFS record (i.e., AD, Individual Ready Reserve (IRR) or Selected Marine Corps Reserve (SMCR)) who will attend officer training do not require an accession.

3. Officers without a MCTFS record who are re-appointed and immediately ordered to AD require an accession message be sent to the CMC (MIF) as shown in Figure 3-1. Accession message information may be transmitted via Naval Message, Electronic Mail or Facsimile (FAX).

4. Platoon Leaders Class (PLC) lawyers are accessed into the MCTFS via ARMS upon reporting to OCS. Upon completion of OCS, these officers are commissioned and transferred to MCC 012 and retained in RUC 30396 at OCS. Computer records remain in RUC 30396 until an INIT JOIN entry is reported by a temporary AD unit or The Basic School (TBS). An INIT JOIN entry will cause the computer record to be transferred from RUC 30396 to the temporary AD or TBS RUC. In those cases where the INIT JOIN entry fails because the Marine does not have a computer record in the CMF, submit an accession message to the CMC (MIF) per Figure 3-1.

5. All computer records for recruits are accessed at the Marine Corps Recruit Depots via ARMS.

6. The first AD reporting unit is required to send an accession message to CMC (MIF) as shown in Figure 3-1, for prior service personnel, both officers and enlisted, who join the Regular component from a civilian status (separated from the Marine Corps for longer than 24 hours). Use the following guidelines:

    a. The first AD reporting unit will monitor MCTFS and will submit an INIT JOIN entry per Chapter 6, Section 1, (JOINS) once the AD record status is equal to 'H' (awaiting initial join). If after five working days, the record status 'H' has not posted in MCTFS, contact CMC (MIF).

    b. When it is determined there is an active MCTFS record (including IRR personnel) the parent reserve unit or CG, MCRSC (IMA/IRR Marines) must be contacted to report the appropriate Transfer to Active Duty (TTC 881/883). Accession message information for Marines who have re-enlisted/augmented (component code 11 only) is not required except in cases where the local MISSO has determined that no MCTFS record is resident on the MCTFS CMF. In this case use the format in Figure 3-1.

    c. When an AD accession is determined to be erroneous **immediately contact the MISSO to have the record deleted.**

```
        FROM:  (APPROPRIATE ORIGINATOR)

        TO:    CMC WASHINGTON DC//MI//MRO (OFFICER ONLY)//M/RA//

        INFO:  (CG OF THE PERSONNEL REPORTING JURISDICTION COMMAND WHERE THE

               MARINE IS ASSIGNED FOR ACTIVE DUTY (SEE CHAPTER 1)//MISSO//)

               (CG OF MCC ASSIGNED TO FOR ACTIVE DUTY)

               DFAS KANSAS CITY MO//AECP//
```

UNCLAS //N01080//

SUBJ: REQUEST FOR ACCESSION INTO MCTFS

A.   MCTFSPRIM

1.   PER REF REQ FOL NAMED MARINE BE ACCESSED INTO MCTFS:

   A.   GERBER, GORDON S

   B.   SSN 987 65 4321

   C.   COMPONENT CODE 11

   D.   SEX MALE

   E.   SOURCE OF ENTRY CODE 7A (MCTFSCODESMAN REFERS)

   F.   DATE OF BIRTH YYYYMMDD

   G.   DATE CURRENT ENLISTMENT BEGAN YYYYMMDD (REFER TO BLOCK 3 OF CURRENT DD FORM 4)

   H.   TERM OF ENLISTMENT 4 YEARS (REFER TO BLOCK 10 OF CURRENT DD FORM 4) (ENLISTED ONLY)

   I.   ORIGINAL ENTRY YYYYMMDD

   J.   EXPIRATION OF OBLIGATED SERVICE YYYYMMDD

   K.   PEBD YYYYMMDD

   L.   ACTIVE DUTY BASE DATE YYYYMMDD

   M.   CURRENT ACTIVE DUTY BEGAN DATE YYYYMMDD

   N.   EAS YYYYMMDD

   O.   PRESENT GRADE LCPL DOR YYYYMMDD ED YYYYMMDD

   P.   HOME OF RECORD COUNTY 013 STATE 12 (SEE MCTFSCODESMAN)

   Q.   MOS 0131

   R.   PRIMARY MOS ASSIGNMENT DATE YYYYMMDD

   S.   MCC 010 (MCC TO WHICH MARINE ASSIGNED FOR ACTIVE DUTY)

FIGURE 3-1--EXAMPLE OF AN ACCESSION MESSAGE.

T.   EDUCATION CODE <u>12L AA</u> (SEE MCTFSCODESMAN)

U.   YEAR LEFT SCHOOL DATE <u>YYYY</u>

V.   GRADUATED SCHOOL '<u>__</u>' ('Y' FOR YES OR 'N' FOR NO)

W.   RACE <u>C</u> (SEE MCTFSCODESMAN)

X.   RELIGION <u>62</u> (SEE MCTFSCODESMAN)

Y.   CITIZENSHIP <u>CA</u> (SEE MCTFSCODESMAN)

Z.   ETHNIC CODE <u>Y</u> (SEE MCTFSCODESMAN)

AA. REASON FOR ASSIGNMENT TO ACTIVE DUTY - <u>REENL USMC</u>

BB. RECRUITING STATION/UNIT ASSIGNING MARINE TO ACTIVE DUTY AND COMMERCIAL AND/OR AUTOVON TELEPHONE NUMBER <u>MCC F99 RUC 82266 (703) 555-2222</u>

CC. AVIATION SERVICE ENTRY DATE <u>YYYYMMDD</u> (OFFICER ONLY)

DD. OFFICER SERVICE BASE DATE <u>YYYYMMDD</u> (OFFICER ONLY)

EE. OPFLY BASE DATE <u>YYYYMMDD</u> (OFFICER ONLY)

2. PROVIDE BRIEF EXPLANATION FOR REQUESTS SUBMITTED LATER THAN 48 HOURS AFTER MARINE REPORTS TO FIRST DUTY STATION.

3. NAME, GRADE AND PHONE NUMBER OF ORIGINATOR/POINT OF CONTACT.

FIGURE 3-1 CONTINUED—EXAMPLE OF AN ACCESSION MESSAGE

SECTION 2: RESERVE ACCESSIONS

30200. ENLISTED RESERVISTS ASSIGNED TO AD (31 DAYS OR MORE) (EXCLUDE RESERVISTS ORDERED TO RECRUIT TRAINING).

1. The Reserve RU **must** report the appropriate Transfer to AD (TTC 881/883). This will place the record in an 'Awaiting Initial Join' status. There is no other method available to place a record in an 'Awaiting Initial Join' status other than the Transfer entry reported by the parent Reserve unit.

2. The gaining AD unit **must** report the appropriate INIT JOIN statement (TTC 022).

30201. ENTRY INTO THE RESERVES FROM A CIVILIAN STATUS.

1. Prior service personnel, both officers and enlisted, who join the Reserve component from a civilian status (separated from the Marine Corps for longer than 24 hours) will be accessed into the MCTFS via the MCTFS ACCESSION SYSTEM. Input of Reserve Enlisted will be done at the RU level. Officers Accessions **must** be submitted by CG, MCRSC.

2. To input a Reserve officer/enlisted accession, follow the step by step instruction below:

    a. Select the THA MCTFS ACCESSIONS option from the CICS Selection Menu and press the ENTER key. This action will bring you to the MCTFS ACCESSION SYSTEM screen.

    b. Select option 5, ECCO, input the Reserve RUC and press the ENTER key. There is a security edit that will verify the RUC input will correspond with the user ID authorized for that RUC. This action will bring you to the VSAM ECCO RESERVE ENLISTMENT CONTRACTS screen.

    c. Select option 1, RESERVE ENLISTMENT CONTRACTS, and press the ENTER key. This action will bring you to the VSAM ECCO ADD/REVIEW/DELETE screen.

    d. Select option 1, ADD NEW CONTRACT DATA, input the SSN, Reserve Component Code and Date of Enlistment (DOE) and press the ENTER key. Do not change the GENERATION data which is displayed as a zero ('0'). This action will bring you to the RESERVE OFFICER/ENLISTED ACCESSION screen as shown in Figure 3-2.

    e. Input all individual data for the Marine being accessed and press the ENTER key. This action will allow MISSO-17 to review and approve the accession, allowing the record to be processed in the next MCTFS cycle.

3. When the completed accession data has been entered and the record has been added to the ECCO file, you may review the data by utilizing option 2, REVIEW CONTRACT DATA, of the VSAM ECCO ADD/REVIEW/DELETE screen. If an error is found, the data may be changed in the REVIEW option or the entire record may be deleted using option 3, DELETE RECORD.

4. The SMCR unit will monitor MCTFS and will submit an INIT JOIN (TTC 022) entry (per Chapter 6, Section 1) once the Reserve Record Status is equal to '1' (awaiting initial join). If after five working days, the record status '1' has not posted in MCTFS, contact MISSO-17.

5. When a Reserve accession is determined to be erroneous immediately contact MISSO-17.

RESERVE OFFICER/ENLISTED ACCESSION

L-NAME: MASTERS   F-NAME: GAIL   M-INIT: L   SUFFIX: JR

SSN: 123456789

NOTE: See index for all below
Data Elements: K4   DATE-OF-RANK: 20000714

RESERVE-COMPONENT-CODE:

SOURCE-OF-ENTRY: HAAA   DATE-OF-ENLISTMENT: 20000714

PRESENT-GRADE: E1   DATE-OF-BIRTH: 19820401

PRIMARY-MOS-CODE   9900   PRIMARY-MOS-ASSIGNMENT-DT: 20000714

CIVILIAN-EDUCATION: 12L00   DATE-JOINED-SMCR: 20000714

CIVILIAN-EDUC-LEFT-SCHOOL-DT   2000   DATE-ORIG-ENTRY-ARM-FORCES: 20000714

CIVILIAN-EDUC-GRADUATION-CD: Y   PAY-ENTRY-BASE-DATE: 20000714
       (physical risk code)
RISK: (Chapter 4, Section 2) A   INIT-ENTRY-RESERVE-FORCES: 20000714

RELIGION: 62   EXPIRATION-CURR-CONTRACT: 20080713

ETHNIC-GROUP/RACE: Y C   EXPIRATION-OBL-SERVICE: 20080713

AFQT-SCORE: 00000   TERM-ENLISTMENT: 6

SEX: M   PLACE-OF-BIRTH: 06

MARITAL-STATUS/DEPENDENTS: S 00   HOME-OF-RECORD: 06023

PROGRAM-ENLIST-FOR: 00   ADDRESS-OF-RESIDENCE:

CITIZENSHIP-CODE: CA   STREET: 114 MARINE BLVD

CITIZENSHIP-LOCATION: US   CITY: GRANDVIEW

TRNGRP/DUTY-LIMIT: P B   STATE: MO   ZIP-CODE: 640300000

BILLET-MOS: 9900   RUC: 04147

NOTE: The LAST NAME must be input without a hyphen, apostrophe or spaces.

FIGURE 3-2--SAMPLE RESERVE OFFICER/ENLISTED ACCESSION (ECCO)

SECTION 3: CONTRACTS

30300. INTRODUCTION.

1. The different categories of this Section are those items that pertain to Contracts, such as Reenlistments, Expiration of Current Contract (ECC), Extension of Enlistment, etc. Detailed reporting information is indicated in the following paragraphs.

2. Diary input authority is indicated for HQ, Reg or Res. Type Transaction Code (TTC) statements for this section are shown below with the input authority and corrections indicator immediately following the statement.

	REPORTING AUTHORITY	DEL/ ADD	DEL/ ERR
004 000 REENL USMC___YRS___ENL___|	HQ REG	N	N
004 001 REENL USMCR___YRS___ENL___|	HQ REG RES	N	N
004 002 REENL AR(CD)/EAD USMCR___YRS___ENL___|	HQ REG RES	N	N
004 003 REENL MGIB-R USMCR___YRS 6 ENL___|	RES	N	N
077 000 EAS_____|	HQ REG	N	N
081 000 EAS COFG_____|	HQ REG	N	N
081 001 RESERVE ECC COFG _____|	HQ RES	N	N
116 000 EXTENL____MO___EXT|	HQ REG RES	N	N
116 001 MGIB-R EXTENL___MO___EXT|	HQ REG RES	N	N
118 001 EXTENL CANC___EXT|	HQ REG RES	N	N
119 000 INVOL EXTENL_____MO|	HQ REG	N	N
119 001 INVOL EXTENL INDEF MO|	HQ REG	N	N
122 000 ECC ___|	HQ REG	N	N
122 002 RESERVE ECC___|	HQ REG RES	N	N
123 001 WILL REENTER|	HQ REG RES	N	Y
155 000 LENGTH ENL___YRS|	HQ REG RES	N	N
285 000 STRT BASIC PAY 25 PERCENT INC ED_____|	HQ REG	N	Y
286 000 TERM BASIC PAY 25 PERCENT INC ED_____|	HQ REG	Y	Y

30301. REENLISTMENT INTO THE ACTIVE DUTY COMPONENT (TTC 004).

Table 3-1 contains additional information that may be required to update the Marine's computer record. Ensure that all necessary information is reported in addition to the appropriate reenlistment statement.

1. This paragraph pertains to Active Duty reenlistments. It also applies to Marines on the Active Reserve (AR) program or the Extended Active Duty (EAD) program (component codes 'B1', 'B2', 'B3', 'B4' or 'CD') who have been authorized to reenlist into the regular Marine Corps.

2. When TTC 004 000 (REENL USMC___YRS___ENL___) is reported, and the Marine's component code is equal to 'B1'-'B4', and the RUC reporting the transaction is not equal to 548XX, the transaction will fail with the following error message: "REENLISTMENT NOT PROCESSED. IF MBR AUGMENTING, CONTACT MISSO FOR ASSISTANCE." The reporting unit **must** contact their MISSO for determination of reporting TTC 004 000.

3. When a Marine re-enlists during a period of leave, the leave must be reported as two separate periods. The first period ends at 2359 on the date prior to the date of reenlistment, and the second period begins at 0001 on the date of reenlistment. Since the first day of the second leave period will be considered by the system as a day of duty and not chargeable as leave, the reporting unit **must** submit a NAVMC 11116 to the local DO to ensure that the Marine is charged for the day of leave.

4. Report a leave balance being carried forward (if applicable) per Chapter 7, Section 1. The entry to report leave in settlement data must be preceded with an action date **the day before** the reenlistment and must be reported on the next UD submitted after the UD that reported the reenlistment.

5. Report the following statement for reenlistment into an AD component:

        TTC 004 000   ___REENL USMC___YRS___ENL___|

        8-byte DOA (YYYYMMDD)──
        if other than UD date

        4-byte separation code
        (the first 3 bytes must
        be 'KHC')

        1-byte number of years reenlisted ──

        3-byte number of reenlistment ──
        (Figure 3-1)

6. When Marines reenlist for the Selective Reserve Bonus Program, the term of reenlistment may be for periods other than whole years (i.e. 4 years, 2 months). To report these types of reenlistments:

    a. Report TTC 004 000 using the number of years, **rounded up** to the next whole year that is closest to the length of actual reenlistment (i.e. report 4 years, 2 months as 5 years).

    b. Once the reenlistment posts, report a new EAS and ECC to match the actual end of the reenlistment contract. **EXAMPLE:** If on 20001014 a Marine reenlists for 4 years, 2 months, report 20001014 REENL 5 YRS. After that transaction posts, report an adjusted EAS/ECC of 20041213.

30302. REENLISTMENT INTO THE RESERVE COMPONENT (TTC 004).

1. This paragraph applies to both those Marines on AD who have completed their required service and have been authorized to reenlist into the Marine Corps Reserve (SMCR or IRR) and reserve component reenlistments.

2. The WILL REENTER statement, and instructions on separations which are not for immediate reentry, is referred to later in this chapter.

3. Report the following statement for reenlistment of an AD or reserve Marine (to include Non-Career Designated AR Marine) who will reenlist into the reserve component:

        TTC 004 001   ___004 001 REENL USMCR___YRS___ENL___|

        8-byte DOA (YYYYMMDD)──
        if other than UD date

        4-byte separation code

        1-byte number of years reenlisted ──

        3-byte number of reenlistment ──
        (Figure 3-1)

4. To report the reenlistment for an Extended Active Duty (EAD) Recruiter, and Career Designated AR Marine (component code must equal 'B1', 'B2', 'B3', 'B4' or 'CD') who is reenlisting to continue in that respective program.

    a. For Active Duty reporting, the separation code must equal 'KBK2'. This entry can be reported up to 90 days in advance of the AD Marine's ECC and will update the reserve ECC and reenlistment length to reflect the new reserve commitment. When the AD drop entry (TTC 378) is reported with an SPD code equal to 'KBK2', an automatic join entry to the IRR will be created.

b. For Reserve reporting, the first 3-bytes of the separation code must equal 'KHC' for a Reserve Marine re-enlisting into the reserve component. This entry will update the current source of entry, EAS, ECC, reserve ECC, current assignment length, active service length and date of enlistment or acceptance. Report as follows:

```
    TTC 004 002              ___REENL AR(CD)/EAD USMCR___YRS___ENL___|

    8-byte DOA (YYYYMMDD)
    if other than UD date

    4-byte separation code
    (AD = 'KBK2' / RES = 'KHC_')
    1-byte number of years reenlisted

    3-byte number of reenlistment
    (Figure 3-1)
```

NOTE: Report an advance leave balance being carried forward, if applicable, per Chapter 7, Section 1.

5. Report the following statement for reenlistment of a reserve Marine, who is reenlisting for 6 years to qualify for the Reserve Montgomery GI Bill:

```
    TTC 004 003              ___REENL MGIB-R USMCR___YRS 6 ENL___|

    8-byte DOA (YYYYMMDD)
    if other than UD date

    4-byte separation code
    (the first 3-bytes 'KHC')
    6 year reenlistment required

    3-byte number of reenlistment
    (Figure 3-1)
```

NOTE 1: The source of entry code must be reported with the reenlistment statement refer to Chapter 4, Section 8. Report an advance leave balance being carried forward, if applicable, per Chapter 7, Section 1.

NOTE 2: Reserve component code must equal 'B5', 'K4', 'K8', 'K9' 'KA' or 'KF' and the Reserve MGIB Eligibility code must equal 'C'.

6. The applicable PEF code will be reported when a reenlistment bonus is authorized per the APSM. Report only the additional information required to update the Marine's record. (Refer to Chapter 4 for PEF code and Chapter 9 for BONUS).

30303. VOLUNTARY EXTENSION OF ENLISTMENT (TTC 116/118).

1. The date of execution of extension of enlistment is the date the agreement is subscribed and sworn to. The entry must report the date of execution, the number of months for which the enlistment is extended, and the number of the extension.

    a. To determine the number of the extension, do not count any prior agreements that were executed but canceled prior to their becoming effective. The first extension is reported as 01, the second as 02, and so forth. Refer to the references and other applicable directives for regulations concerning the number of extensions allowed.

    b. Refer to the references to determine allowable length (number of months) of extension. The length of the extension is always expressed in months in the UD statement. A single extension cannot be for more than 23 months. The length of the extension is converted to months for reporting purposes. For **EXAMPLE**: 3 months is expressed as 03; a 1-year extension is expressed as 12. The Marine's EAS/ECC (Reserve ECC for SMCR, IRR personnel) will be automatically adjusted in the MCTFS and will appear on the RU's DFR. **Do not report** a new

EAS/ECC or Reserve ECC with a separate UD statement. For AR Marines report Reserve ECC prior to reporting the extension. Report as follows:

       TTC 116 000   EXTENL____MO_____EXT|

       2-byte number of months   ___↑   ↑

       2-byte number of extension _____|

NOTE: The reporting and posting of the agreement to extend an enlistment will also allow for a 30 to 60-day grace period after expiration of ECC.

2. Extension of Enlistment Agreement Becomes Effective or is Cancelled.

       a. Unless cancelled, an extension of enlistment agreement becomes effective the day after the date of expiration of the current enlistment and/or extension. Time lost on the current enlistment or extension **must** be made good before a new extension becomes effective.

       b. Only report an AR Marine's Reserve ECC when an extension is not executed.

       c. When the first extension of an enlistment becomes effective, leave settlement information will be reported and periods of leave that bridge the enlistment and the extension will be reported as two periods. Reporting a type of on-leave statement terminates the first leave period on the last day of the enlistment being extended. These types of on-leave statements must **never** be reported after the statement effecting the extension. The second leave period will begin on the 1st day of the first extension and be reported when the leave expires. Since the first day of the second leave period will be considered by the system as a day of duty and not chargeable as leave, the reporting unit must submit a NAVMC 11116 to the local DO to ensure that the Marine is charged for the day of leave. Reporting requirements for leave settlement information are shown in Chapter 7, Table 7-1. Leave settlement information will not be reported when a second or subsequent extension of enlistment becomes effective as no entitlement exists for compensation for unused leave. The Marine's leave account continues without interruption when a second or subsequent extension becomes effective.

       d. If an agreement is cancelled prior to becoming effective, report the cancellation. Refer to the references for reasons where an agreement can be cancelled. Report as follows:

       TTC 118 001   EXTENL CANC___EXT|

       2-byte number of extension   ___↑

NOTE: The latest extension must be cancelled PRIOR to any previous extensions being cancelled; that is, EXT 3 must be cancelled before EXT 2.

3. The following statement is used to report an extension of enlistment to qualify for the MGIB-R:

       TTC 116 001   MGIB-R EXTENL_____MO_____EXT|

       2-byte number of months   _____↑   ↑

       2-byte number of extension _____|

30304. EXPIRATION OF ACTIVE SERVICE (EAS) (TTC 077/081/119).

1. The EAS is the date active service terminates. An expired EAS is never valid for Marines in a full-duty pay status except as shown below, and must be immediately updated.

2. <u>EAS—Voluntary</u>.

    a. For Regular enlisted personnel, the EAS is the date of expiration of current enlistment, **voluntary** extension of enlistment, COFGL, or COFGM for Marines voluntarily retained on AD. Regular officers have no EAS. An EAS of COFGL will be reported for Marines **voluntarily** retained beyond their EAS due to legal proceedings. It does not apply to Marines awaiting trial by court martial when their EAS expires. In those instances, report an EAS COFGI (involuntary retention).

    b. Only CMC can report an EAS CofG on members who have requested retirement or resignation.

    c. For Reserve officers and enlisted, the EAS is the date of expiration of the AD tour.

    d. For inductees, the EAS is the expiration of period of AD service.

    e. For retired personnel on AD, the EAS is the expiration of AD.

3. <u>EAS—Involuntary</u>.

    a. For personnel involuntarily extended/retained on AD, the EAS date is determined as follows:

        (1) If the involuntary extension is in the event of war or a declared national emergency, the EAS date will not be changed unless directed by the CMC (MMEA-5).

        (2) If the involuntary extension is in the event of war or a declared national emergency, the EAS date will be established COFGI.

    b. Involuntary EAS due to war/national emergency. See the above paragraphs for instructions concerning **voluntary** extensions of enlistment, and Marines being retained on AD. Report the following statements for voluntary and involuntary extensions of AD for a definite period:

```
      TTC 119 000          INVOL EXTENL_____MO|HIST:AUTH_____|

      Enter number of months ———————

      Authority  ————————————————————
or
      TTC 119 001          _____INVOL EXTENL INDEF MO|

      8-byte DOA if other
      than UD ED (YYYYMMDD) ___
```

4. <u>The EAS/ECC for reserve officers on AD</u> are controlled and reported at the HQMC level, with one exception: Reserve officers who are on Active Duty Special Work (ADSW). Refer to paragraph 3007 for reporting. EAS's normally fall on the 1st or 15th of the month. All other reporting of the EAS/ECC for AR officers will be completed by CMC (RAM).

    a. The EAS/ECC being reported cannot be greater than the end of the current fiscal year.

    b. The CMC (MRRO-5) will report the EAS/ECC for those Marines assigned component code C1 when they initially report for AD to attend The Basic School (TBS). If a component code C1 Marine requires the reestablishment, change, or correction of an EAS/ECC, the new EAS/ECC will be reported by the CMC (MMOA).

5. Table 3-4, contains instructions for the establishment and change of the EAS date.

6. **Do not report** an EAS COFG when a Marine is in a non-pay status and is **retained beyond EAS. EXAMPLE:** UA, IHCA, SICK-MISCONDUCT, confined serving sentence or awaiting trial by courts-martial. If and when a Marine is returned to a full duty status, the EAS will automatically be updated when a new ECC is reported. If the Marine is being retained beyond

EAS in a non-pay status and the duty status code resident in MCTFS is not compatible with the appropriate non-pay status, you **must** research and report the appropriate DU STATUS code, refer to Chapter 4, Section 4. Report as follows:

TTC 077 000   EAS_____|

8-byte ED (YYYYMMDD) ───┘

and
TTC 081 000 EAS COFG_____|

Enter the appropriate
Code (i.e. I, M or L)───┘

7. <u>An EAS COFG cannot be changed to a subsequent EAS COFG</u>. If the Marine's status changes (for example from involuntary to medical), the following must be done:

   a. Report an EAS 60 days from today's date.

   b. After the new EAS processes, report a new Alpha EAS.

8. DO NOT report an EAS COFG earlier than 90 days prior to the current ECC. An EAS COFG may be reported on an AD officer with an ECC other than zeroes. When this entry is reported, the officer's EAS in MCTFS will be reflected as '9's.

9. When time lost is reported, the new EAS will be automatically adjusted by the MCTFS and there is no need to report. The EAS date as adjusted for time lost will appear on the DFR. This constitutes authority for correction of Service Records.

10. When the Marine returns to a full duty status from a period of absence determined to be time lost and the EAS has expired, a new EAS will not be reported when the Unit Commander returns the Marine to a full-duty status. The new EAS will be computer-generated from the reported ECC date.

   a. AFADBD and EOS must be updated.

   b. Computer processing of the return to full-duty statement will automatically delete a duty status of '9' and generate duty status '1'.

   c. Time lost will be adjusted. **DO NOT** report the time lost in conjunction with a return to full duty statement. This will result in a duplicate adjustment of the PEBD and EAS.

30305. EXPIRATION OF CURRENT CONTRACT (ECC) (TTC 122/081)

1. The ECC is the date the current contract terminates as shown on the Marine's current DD Form 4. Periods of time lost will automatically extend the ECC by the number of days lost. An expired ECC will suspend computation of leave, pay, allowances, and terminate payment of allotments. ECC logic will automatically stop Direct Deposit two paydays (30 days) before the ECC date for first term Marines. Report as follows:

TTC 122 000   ECC _____| (Active Duty)

8-byte ED (YYYYMMDD) _____┘
or
TTC 122 002   RESERVE ECC _____|

8-byte ED (YYYYMMDD) _____┘
or

TTC 081 001   RESERVE ECC COFG _____|

Enter the appropriate
1-byte code ('I', 'M', or 'L') _____┘

a. Regular enlisted. Voluntary extensions of enlistment will adjust the ECC only after the extension is effected. The acceptance of a UD statement reporting the execution of an agreement to extend, will flag the record to allow a 30 to 60 day grace period after the expiration of the ECC, prior to suspension of the record. Regular officers will not have an ECC until request for resignation or retirement is approved.

b. Reserve enlisted. If on AD orders, the EAS/ECC will be equal to the orders termination date unless the member is on the AR program, and has been career designated. Upon receipt of orders extending the EAS report the following statements (**Except** when an extension is **pending** on career designated AR Marines):

```
      TTC 077 000          EAS_____|
and
      TTC 122 000          ECC_____|
                                   ↑
      8-byte ED (YYYYMMDD)  _____|
```

c. While on AD, RESERVE ECC will be reported by the AD RUs. The RESERVE ECC will reflect the ending date of the DD Form 4 for enlisted Marines, and '00000000' for officers.

d. The ECC will not be changed for personnel involuntarily extended on AD for an indefinite (COFGI) period.

e. For inductees, ECC is the date of expiration of period of AD.

f. For retired and FMCR personnel on AD, ECC is the date of expiration of period of AD.

30306. EXPIRED ECC.

1. When a Marine returns to a full-duty status from a period of absence determined to be time lost and **the ECC has expired**, the below action is required. **An action date must always be reported with the return to full duty status**. The action date is the date a CO assigns the Marine to perform useful and productive duties on a full time basis to make good for time lost, as long as such duties are not inconsistent with the Marine's grade and years of service. In determining a new ECC and PEBD, the entire period of absence must be added to the old ECC and PEBD. Instructions for computing the new ECC and PEBD are published in DODFMR and the DFASAPSM. (For Additional Information to be Reported (ECC, EOS, and EAS), refer to Tables 3-1/ 5-2/ 5-3/ 5-4). For periods of UA and TIME LOST refer to Chapter 7.

a. For computation purposes, enlistments/inductions prior to 1 October 1979, date of initial entry is the PEBD. Enlistments/inductions on or after 1 October 1979 and prior to 1 June 1984, date of initial entry is the AFADBD.

b. Marines initially enlisted/appointed on or after 1 June 1984 and prior to 1 January 1985, the EOS is computed from the PEBD .

c. For Marines initially enlisting/appointed on or after 1 January 1985, the EOS is computed from the Date of Original Entry Armed Forces (DEAF).

d. Officers appointed after completion of either a service academy or an ROTC Scholarship Program incur an 8-year EOS computed from the AFC date without Regard to prior service.

2. The following Computer Generated Advisory Messages are possible:

a. **MR IS IN SUSPENSE PAY STATUS AT CENTRAL**. This message is followed by the statement, "REENLISTMENT, SEPARATION, LOST TIME, EXTN, COFG OR ECC ENTRY REQRD." This indicates that the Marine's ECC has expired in MCTFS. Usually, the RU is late in reporting one of the statements listed above. If it is determined that only the ECC is wrong, assistance must be requested from the MISSO since the RU cannot report a new ECC once it has expired. If the ECC has expired while confined serving sentence or awaiting trial by court-martial do not report a new ECC, instead report an appropriate DUTY STATUS CODE.

b **ECC EXPIRED YYYYMMDD (REPORTED BY MISSO-17 ONLY)**. This message will appear on the DFR followed by the statement "REENLISTMENT, SEPARATION, LOST TIME, EXTENSION, COFG, OR ECC ENTRY IS REQUIRED PER MCTFSPRIM." This statement will appear after each file maintenance cycle until a correct ECC has been reported. This condition can exist when a unit has been delinquent in reporting time lost, reenlistments, extensions of enlistment, etc., or when these entries have failed and have not yet been corrected. An appropriate AS OF entry may be required to ensure that all data elements, not just ECC, are updated as appropriate. The following is provided:

(1) For an enlisted reservist while on AD, RESERVE ECC will be reported by the AD RUs.

(2) The ECC will reflect the ending date of the DD Form 4 for enlisted Marines and '00000000' for officers.

(3) For inductees, ECC is the expiration of period of AD.

(4) For retired and FMCR personnel on AD, ECC is the date of expiration of period of AD.

(5) The ECC will not be changed for personnel involuntarily extended on AD for an indefinite period.

(6) The servicing MISSO reports: Changes to ECC once the ECC has expired, ECC PEND STAT, ECC PEND STAT DELETE, and WILL REENTER.

30307. EAS/ECC FOR RESERVE OFFICERS (TTC 077/122)**.**

1. Reporting units will not report the EAS/ECC for reserve officers on the UD. These data elements are controlled by CMC and all other changes or corrections will be entered at that level or by the MISSO. Officer EAS's normally fall on the 1st or 15th of the month. The following guidelines will be utilized for reporting the EAS/ECC into MCTFS for reserve officers on AD:

a. The EAS/ECC for AR officers will be reported by CMC (RAM).

b. The EAS/ECC for Reserve officers on Active Duty Special Work (ADSW) will be reported by the appropriate active duty unit. **Both the EAS and the ECC are to be reported as the same date.** If both entries are reported on the same UD, action date the EAS one day prior to the ECC. If all of the following conditions are not met, the entry(ies) will fail, and the unit must contact the CMC(RA).

(1) These officers must have a component code of 'C7', 'CC', 'CF', or 'K3'.

(2) The record must contain a valid Current Active Duty Began Date (CADBD).

(3) The reported EAS/ECC must be greater than the CADBD plus 30 days.

(4) The reported EAS/ECC must **not** be greater than the CADBD plus 179 days.

(5) The EAS/ECC reported cannot be greater than the end of the current fiscal year.

c. The CMC (MRRO-5) will report the EAS/ECC for those Marines assigned component code 'C1' when they initially report for AD to attend TBS. If component code 'C1' requires a reestablishment, change, or correction of an EAS/ECC, the new EAS/ECC will be reported by the CMC (MMOA).

30308. BASIC PAY ADJUSTMENT, RETAINED PAST EAS WHILE DEPLOYED ABOARD NAVAL VESSEL (TTC 285/286).

1. When the EAS date expires while a Marine is serving on a naval vessel in foreign waters, the Marine may be retained beyond normal EAS for the COFG until the vessel returns to CONUS. Under current provisions of law, if the Senior Officer Present Afloat (SOPA) determines it is

"service essential to the public interest", he may authorize the involuntary retention of enlisted Marines at sea beyond their EAS until the vessel returns to CONUS. Enlisted Marines involuntarily retained under this authority must be discharged not later than 30 days after arrival in CONUS and, except in time of war, are entitled to an increase in basic pay of 25 percent for the period in which they are involuntarily retained. The CMC (MM) will be notified as soon as it is determined that the involuntary retention will be required.

2. There are no similar provisions in law that authorize the involuntary retention of officers beyond their normal EAS. Accordingly, all officers must be returned to CONUS in time to permit processing and release from AD at their EAS. Operational circumstances may necessitate deployments aboard ship to be extended. In the absence of the foregoing declaration by the SOPA, all Marines deployed aboard ship, who are approaching their EAS, will be transferred to CONUS in the same manner that Navy personnel are transferred while at sea. When a Marine is retained beyond EAS and is entitled to the 25 percent increase in basic pay, use the following statement:

     TTC 285 000   STRT BASIC PAY 25 PERCENT INC ED_____|HIST:_____|

     8-byte ED (YYYYMMDD) of increase

     Authority for increased pay

3. Entitlement to the 25 percent increase in basic pay may be terminated by reason of transfer to a hospital or not having been discharged within 30 days after return to CONUS. When entitlement is terminated prior to discharge, use the following statement to report the termination:

     TTC 286 000   TERM BASIC PAY 25 PERCENT INC ED_____|

     8-byte ED (YYYYMMDD)

30309. WILL REENTER (TTC 123).

In order to report a WILL REENTER statement, a **request for reenlistment** for an enlisted Marine, or a request for augmentation or renewal of a reserve contract for an officer **must have been submitted**. The acceptance of this entry into the system will flag the record and allow for a 30 day grace period, after expiration of the ECC, before accrual of pay and allowances, leave, Direct Deposit, and allotments are stopped. When a Marine's request for reenlistment, augmentation, or renewal of contract is disapproved, or the Marine fails to reenlist, augment, or renew the contract, **it is essential** that the separation be reported correctly and <u>timely</u> to terminate the MMPA. **Failure to do so will result in overpayments made via Electronic Fund Transfer/Direct Deposit (EFT/DD) or allotments being paid after the date of separation.** The WILL REENTER statement will be reported **no earlier than 90 days**, but **no later than 15 days**, prior to ECC. Report as follows:

     TTC 123 001   WILL REENTER|

NOTE: The reporting and posting of an agreement to extend enlistment (TTC 116 000 EXTENL) will also provide for the 30 day grace period described above. **Do not** report the WILL REENTER entry for extensions of enlistment unless approval of the agreement to extend is **not** received within 15 days of the Marine's ECC. Additionally, the WILL REENTER entry should not be used when an agreement to extend enlistment has been reported and the extension has not yet become effective. If WILL REENTER is reported when EXTENL is pending (not yet effective), the entry will fail.

30310. ECC/EAS FLAG.

The flag is automatically generated upon processing an extension of enlistment, retirement, etc. The ECC/EAS flag appears in the LES when a status change occurs.

30311. LENGTH OF ENLISTMENT (TTC 155).

1. The length of enlistment is the length of time, **expressed in years**, for which a Marine

enlists, is inducted, or re-enlists. This information is obtained from the enlistment contract or the record of induction.

2. The length of enlistment is automatically entered during the accession process and normally is not subject to change. Upon reenlistment, this information is reported as a part of the reenlistment entry. In the event that the length of enlistment in the MCTFS record is erroneous, use the following statement to report the correct information:

      TTC 155 000   LENGTH ENL___YRS|

      1-byte number of years;
      (for example, 2, 3, 4, or 5)

3. For Reserve Marines the length of enlistment for prior service is the length of time, expressed in years, for which a Marine enlists or reenlists. This information is obtained from the enlistment contract. Upon reenlistment, this information is automatically updated as part of the reenlistment entry.

4. The length of enlistment for nonprior service Reserve Marines, however, will reflect the member's SMCR IDT obligation vice the actual length of the enlistment contract as determined by the assignment of component code. The information below will be used to determine the correct length of enlistment:

COMP CODE	LENGTH OF ENLISTMENT
K8	3 YRS
K9	4 YRS
B5	5 YRS
K4	6 YRS

If the number of previous enlistment's in the same component (USMC or USMCR) is	and the Marine is reenlisting in the same component, then report the following abbreviation
one previous enlistment	2nd
two previous enlistments	3rd
three previous enlistments	4th
four previous enlistments	5th
five previous enlistments	6th
six previous enlistments	7th
seven previous enlistments	8th
eight previous enlistment's (see note 1)	9th

NOTE 1: When a Marine has eight or more previous enlistments, always report 9TH as the number of enlistment.

NOTE 2: When a Reservist enlists in the USMC for the first time, report 2nd as the number enlistment. When an AD Marine enlists in the USMCR for the first time report 2nd as the number of enlistment

FIGURE 3-3--REENLISTMENT NUMBER ABBREVIATIONS.

RULE	A	B	C	D
	Reenlist remarks will include	and this information	then use the statement shown/refer to paragraph/ figure indicated for detailed instructions	TTC
1	billet MOS	required only if the current information has changed	BILMOS_____| 4-digit billet MOS___| Refer to Chapter 5	177 000
2	strength category		STRCAT_____ EFF DATE____| 1-digit code____| 8-digit ED (YYYYMMDD)__| Refer to Chapter 6	112 000
3	home of record	required only if it is an authorized change of the HOR previously listed on the DD Form 4 and/or Record of Induction	HOME REC_____| 5-digit county/ state code_____| Refer to Chapter 5	174 000
4	advance leave balance carried forward, if applicable		Refer to Chapter 7	

TABLE 3-1--ADDITIONAL INFORMATION TO BE REPORTED IN REENLISTMENT REMARKS.

R U L E	A	B	C
	If the Marine	because of	report ECC change when
1	has a change of status	temporary officer reverted to enlisted status and enlistment has not expired	reporting change of status.
		transferred to the FMCR or enlisted retired and retained on AD	
2	is involuntarily extended or retained	war or national emergency	no reporting required
		medical, legal, or higher authority hold for an indefinite period	
3	voluntarily extends		
4	cancels voluntary extension		
5	is enlisted and on Retired list or the FMCR and assigned to AD		Marine joins first unit of Regular Establishment
6	returns from a period of absence	expired ECC date	Marine is returned to a full-duty status for the purpose of making good time lost.
7	is scheduled to be separated prior to ECC (see note)		the separation date is known, but not later than the drop entry.

TABLE 3-2--ESTABLISHING AND CHANGING ECC.

NOTE: Rule 7, above, does not apply for retirements, transfers to the FMCR, or separation on the last workday prior to ECC.

TABLE 3-3--LENGTH OF ACTIVE SERVICE DETERMINATION.

RULE	A	B	C	D
	If the Marine is a/an	and is serving	the length of AD is	and
1	Reserve Officer	on initial tour of obligates AD	the number of months of AD	no reporting is required (entered at accession). (**NOTE 1**)
2		on EAD		
3		on SWAG	the number of months of the SWAG	No reporting is required
4		on AD and extends tour of AD (not SWAG, UAD, EAD, EDR, or indefinite AD)	the number of months for which extended	Report when extension of tour is effective
5	Retired officer	on AD	the number of months of AD	Report when joined on AD.
6	Regular enlisted	on Regular enlistment	the number of months of enlistment	No reporting is required entered at accession (**NOTE 2**)
7		on an extension of enlistment	the number of months of extension	Report when extension enlistment is executed. (see **NOTE 3**)
8	Reserve enlisted	on IADT and ETT (6 months Training Program or Critical Skills Program)	6 months (IADT) plus length of ETT	report when assigned IADT and ETT
9		on EAD	the number of months of AD	no reporting is required (entered at accession).

TABLE 3-3 CONTINUED--LENGTH OF ACTIVE SERVICE.			
R U L E	A	B	C	D
	If the Marine is a/an	and is serving	the length of AD is	and
10		on IADT/ETT and is assigned to EAD	the number of months for which extended	report when extension is effective (also report component code and the new EAS).
11	FMCR	on EAD	the number of months of AD	report when transfer to the FMCR, and retention on EAD are reported
12	inductee	on AD		no reporting is required (**NOTE 4**)

NOTE 1: If this is initial assignment to EAD, the date is entered automatically into the MCTFS. If currently serving on AD, this information will be reported at the time the EAD becomes effective.

NOTE 2: It is not necessary to report length of active service or length of enlistment upon immediate reenlistment.

NOTE 3: This reporting requirement is included in the reporting of extension of enlistment remark.

NOTE 4: Although certain Regular and career Reserve officers are obligated to serve a definite period of AD due to their attendance at certain special-type schools, their length of active service will still be reported as '00' (zeros).

R U L E	A	B	C
	If the Marine	because of	report the EAS change when
1	has a change of status	temporary officer reverted to enlisted status whose enlistment did not expire while serving as an officer;	reporting change of status.
		enlisted transferred to the FMCR and retained on AD	
2		being declared a deserter	reporting the desertion by UD statement. (**NOTE**)
3	is an enlisted reservist retained on AD	a modification to current AD orders	Marine accepts the modification to current orders.
4	is <u>involuntarily</u> extended/retained or voluntarily retained on active duty beyond normal EAS	extension declared in event of war/national emergency	directed by the CMC (MMEA-5).
5		retention for reason other than war/national emergency	retention becomes effective, but not earlier than 90 days prior to the ECC.
6	voluntarily extends		no reporting necessary (par 30303)
7	cancels voluntary extension		
8	is retired	assignment to AD by own request/consent	Marine accepts orders, establishes date of the EAS.
9	is retained beyond EAS in a non-pay status	UA, IHCA, confinement or SICK-MISCONDUCT	Do not report an EAS COFG, report the appropriate duty status.

Table title: TABLE 3-4--ESTABLISHING AND CHANGING EAS.

NOTE: Required only when Marine has executed a voluntary extension of enlistment which has not become effective.